
Approved
Minutes of Meeting

**Town of Monson
Board of Assessors
Monday January 11, 2016**

Members Present: Assessors Allan Curtis and Russell Bressette, Ronald Avery

Members Absent:

Principal Assessor: Alyce D. Johns

Guest: Evan Brassard, Town Administrator

Open the Meeting: The meeting was called to order at 9:04 am

Accept the Minutes: December 7, 2015

OLD BUSINESS:

NEW BUSINESS:

The Board reviewed, voted and approved the following Motor Vehicle Abatements:

2015 9

2014 0

The board reviewed, voted and approves the following exemption applications:

Veterans Clause 22 03

The board discussed the resent vote to lock the adjoining door between collector's office and ours. The board voted in favor to approve the resolution set by Mr. Brassard via e-mail.

The board and Mr. Brassard discussed the public record laws. Mr. Brassard explained the assessor's office is the custodian of records for forms and documents related to their office. Copies of records may be given to the public if not privileged information. The request for records must be completed within a ten day period. Employees of the office may take a copy of a document produced to aid them in procedures. Ms. Johns was asked to gather information on what is public and confidential.

Mr. Brassard addressed the level of management. The assessor's office employees report to the Town Administrator and are governed under the town's policies and procedures.

The board discussed changing the administrator clerk to assistant assessor. The Department of Revenue requires that employees of the assessor's office take course 101 Assessment Administration, Law Procedures and Valuation. All Board members and the Principal assessor must complete and pass this course. Ms. Johns explained to the board in a previous meeting that if she is absent for a period of time there is no one in the office able to move forward with value, field work etc. The board sent Lauren Dowd the current clerk to the course 101 offered in Dudley free of charge. Ms. Dowd passed course 101 and continued her education and completed and passed course 200. Ms. Dowd is an asset to the department and we would like to see her grow in her position with the town. Mr. Brassard took it under advisement.

Next Meeting: February 8, 2016 2 pm

ADJOURN: 3:05 pm...

Prepared by Alyce Johns, Principal Assessor